



Request for Proposals

Professional Services for

Contract Management for the Development of an Environmental Process and a Procedures Manual and Public Involvement Process and Procedures Manual

JULY 2016

Revised 7/7/16

GENERAL

In accordance with Nebraska Consultants' Competitive Negotiation Act ([Neb. Rev. Stat. §81-1702](#)), the Brooks Act ([40 USC 1101](#)), and [23 CFR 172.5](#), the State of Nebraska, Department of Roads (NDOR), is issuing a Request for Proposal (RFP) for Contract Management to coordinate and synchronize the development of both an Environmental Process and Procedure Manual and a Public Involvement Process and Procedures Manual. Development of the actual manuals has been advertised in two separate RFP's; Development of a Public Involvement Processes and Procedures Manual (RFP-1611) and Development of an Environmental Process and Procedures Manual (RFP-1612). Consultants responding to this RFP may also respond to the other two RFP's. Qualified consultants are invited to submit a proposal with a statement of qualifications as outlined below. The NDOR's website referred to in this document is located at:

<http://www.transportation.nebraska.gov/rfp/>

All consultants interested in providing professional services for the NDOR are strongly encouraged to review the NDOR's template [Standard Professional Services Agreement](#) and [Insurance Requirements for Professional Service Providers](#) prior to responding to this RFP. By submitting a proposal in response to this RFP, Consultant, and all subconsultants, agree to meet the substantive requirements of these documents. These documents can be found on NDOR's website. An agreement will not be executed unless consultant provides proof of meeting the insurance requirements in the form of an [Insurance ACORD](#).

The NDOR is seeking proposals from consultants who wish to be considered to provide these services.

This RFP does not commit the NDOR to award a contract, to pay any costs incurred in the preparation of a proposal for this request, or to procure or contract for services. The NDOR reserves the right to award contracts to more than one qualified consultant, to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified consultant or to modify or cancel in part or in its entirety the RFP, if it is in the best interest of the NDOR to do so.

In accordance with NEB.REV.STAT. 84-712 et.seq., Nebraska Public Records Act, documents provided to NDOR are public records subject to disclosure unless consultant requests in writing that documents must be kept confidential and can demonstrate that such records are confidential under federal or state law.

SCOPE OF SERVICES

1. Overview of the work:

The Consultant shall make sure that the Environmental Process and Procedure Manual, and the Public Involvement Process and Procedure Manual ("Manuals") are developed using consistent definitions, style and format, and language throughout so that both manuals can be used by NDOR together. The Consultant shall serve as a Project Manager to coordinate communication and coordinate deliverable schedules; provide facilitation services; as well as provide editing services for ensuring consistency between the Manuals.

- a. The Consultant shall conduct regular meetings to discuss the consistent use of definitions, style and format, and language throughout the manuals, and to coordinate schedules, deliverables, and activities.
- b. The Consultant shall oversee select scope activities relative to preparation of the Manuals, and recommend edits and revisions necessary for consistency in use of terminology, process and procedure.
- c. Provide facilitation services for manual development provided by State's Consultants, including other stakeholder participation.
- d. Consultant will ensure that process flow charts generated by State's Consultants are consistent.
- e. Consultant shall work with State's Consultants to ensure that applicable laws and regulations which overlap the subject matters, have been addressed consistently and in accordance with NDOR's policy, as well as address those subject matters that are independent of one another.
- f. Consultant will ensure that both Manuals consistently align with the new Categorical Exclusion (CE) Programmatic Agreement, with 23 CFR 771 for Environmental Assessments and Environmental Impact Statements, and requirements for public involvement.
- g. Consultant shall manage the coordination, deliverable schedules, and provide oversight assistance for preparation of both Manuals. Consultant shall arrange and facilitate coordination meetings as needed, inviting the appropriate NDOR, FHWA, State's Consultants, and stakeholders; and provide minutes of those meetings, complete with action items and assignments.
- h. Consultant shall provide progress reports
- i. Assist in the development of educational and presentation materials as requested by State.

2. Qualifications, Knowledge and Experience:

- a. Consultant shall demonstrate facilitation, and conflict resolution experience.
- b. Consultant shall demonstrate strong Project Management skills on projects that required combining multiple parties to accomplish overlapping objectives with independent goals. Consultant should provide examples of Consultant's role as a Prime Consultant/ Program or Project Manager, with subconsultants working together successfully to achieve project goals.
- c. Strong technical editing background, with experience in inputs from independent reviews of documents, to combine them into one (or two) documents that are consistent in technical detail, grammar, nomenclature and format.
- d. Consultant shall identify any qualifications, knowledge and/or experience with environmental document preparation, public involvement processes, and Nebraska's CE Programmatic Agreement requirements.

3. Software and Equipment Requirements:

Documents generated by Consultant and delivered to NDOR must be in Microsoft Office and Adobe Acrobat formats.

4. Expectations for the Deliverables:

- a. Development of a project schedule, synchronizing the schedules of Other Consultants. The schedule will coordinate deliverable dates for editorial reviews to be conducted in the most efficient and effective manner.
- b. Meeting notices with agendas and meeting documentation of discussion.
- c. Detailed progress reports showing State's Consultant's progress as per the independent project schedules for preparation of both Manuals. Consultant activities of coordination and editing of documents will be detailed.
- d. Training and presentation materials as directed by State.

5. Schedule:

- a. It is anticipated that the final Public Involvement Process and Procedures Manual, and a draft Environmental Process and Procedures Manual will be completed in a 12 month period.
- b. An overall Project Schedule will be developed by the Consultant to combine the two schedules developed for delivery of the Manuals. The Consultant shall develop the project schedule to complete the work in an expeditious manner. Consultant shall provide examples of project schedule coordination of this type.
- c. A kickoff scoping meeting has been scheduled the afternoon of August 30th and the morning of August 31st.

DETAILS

It is anticipated that one (1) consultant will be awarded the contract for this work. The payment method for the contract may be Cost Plus Fixed Fee or Specific Rates of Compensation. A minimum of three (3) consultants will be short-listed for interviews. The evaluation criteria to be used for the short-listing and final selection is outlined below

The NDOR reserves the right to abandon or terminate any contract at any time and either re-advertise services or utilize its own forces. The NDOR also reserves the right to accomplish services for future phases on all projects with the selected consultant, select another consultant, or utilize its own forces.

The NDOR will not hold a briefing. All information is contained within this RFP and on the NDOR's website. If additional information is deemed necessary, it will be posted on the same web page as this RFP and will be labeled as an update. Consultants interested in this RFP are responsible for checking for updated information.

Interested consultants must have a current [DR Form 497, "Architect, Engineer, and Related Services Certification Form"](#) on file with the NDOR prior to the deadline identified in the Schedule of Activities. If necessary, a completed DR Form 497 should be submitted to: DOR.PDAnnualCertification@nebraska.gov.

Please submit the Drug-Free Workplace Policy separate from the response to this RFP ([Drug Free Workplace Policy Example](#)). The Drug-Free Workplace Policy is a one-time submittal to NDOR. Please do not re-submit this document unless your Policy has changed or you never have submitted this document with a previous proposal. While the "Drug-Free Workplace Policy" is not a submittal requirement, all consultants must have an acceptable "Drug-Free Workplace Policy" on file prior to the deadline identified in the Schedule of Activities. If necessary, the consultant's Drug-Free Workplace Policy may be submitted to: DOR.PDAnnualCertification@nebraska.gov

Inclusion of a Disadvantaged Business Enterprises is not a requirement in the selection of a project team.

Please do not call or write NDOR staff for information regarding the services in this RFP. Email all inquiries/questions to Randy Eldorado, Consultant Services Engineer, at: randy.eldorado@nebraska.gov or call (402) 479-4778.

EVALUATION CRITERIA

Short List (100 pts)

1. Qualifications (30 pts)
 - a. Qualifications of the project manager and key team members to perform the services described in the RFP.
 - b. Consultant's knowledge and understanding of environmental and public involvement services, as well as NDOR's CE Programmatic Agreement requirements.
 - c. Knowledge of applicable federal regulations, and State and Federal procedures related to providing the environmental, public involvement and project management services.

2. Experience (30 pts)
 - a. Consultant has provided editing services, as well as Project Management services for successful coordination of document development. (Consultant should provide a maximum of five (5) example projects in their proposal).
 - b. Consultant's facilitation and conflict resolution experience
3. Performance (20 pts)
 - a. Cooperation, communication, and timeliness of deliverables with NDOR, other agencies or State Departments of Transportation for similar services.
 - b. Consultant shall provide up to three (3) references, including contact information.
4. Approach (20)
 - a. Proved Consultant's vision and approach to managing and facilitating project tasks and issues.
 - b. Consultant has demonstrated they will allocate appropriate and sufficient staff resources to meet project objectives and schedules.

Final Selection (100 pts)

1. Approach (30)
 - a. Provides detailed description of their vision and approach to the services as outlined in the RFP.
 - b. Consultant has demonstrated they will allocate appropriate and sufficient staff resources to meet project objectives and schedules.
2. Quality of Interview (30 pts)
 - a. Consultant's interview was clear and concise.
 - b. Consultant addressed evaluation factors adequately.
 - c. Consultant answered committee questions logically and thoroughly.
3. Qualifications (20 pts)
 - a. Qualifications of the project manager and key team members to perform the services described in this RFP.
 - b. Consultant's knowledge and understanding of environmental and public involvement services, as well as NDOR's CE Programmatic Agreement requirements.
 - c. Knowledge of applicable federal regulations, and State and Federal procedures related to providing the environmental, public involvement and project management services.
4. Experience (20 pts)
 - a. Consultant has provided editing services, as well as Project Management services for successful coordination of document development.
 - b. Consultant's facilitation and conflict resolution experience

SCHEDULE OF ACTIVITIES	Date	Time
RFP Posted	June 29	
Last Day Updates to RFP may be posted	July 13	5:00 PM
DR Form 497 & Drug-Free Workplace Policy on File at NDOR	July 20	5:00 PM
Proposals Due	July 20	5:00 PM
Post Short-List Consultants & Interview Schedule	August 12	5:00 PM
Interview	August 17	3-5 PM
Post Final Selections	August 19	5:00 PM
Kickoff scoping meetings	August 30	1-4pm
	August 31	9:30am-12:30pm

SUBMITTAL OF PROPOSALS

All information must be received by the deadline identified in the Schedule of Activities. No exceptions to this deadline will be given.

One (1) hard copy and one (1) electronic copy of the submittal must be sent to the address listed below prior to the submittal deadline. An electronic PDF version of the consultant's proposal must be included with the hard copy submittal, or it can be emailed to brad.reid@nebraska.gov.

Consultant Services Engineer
 Nebraska Department of Roads
 Planning and Project Development Division
 1500 Highway 2, PO Box 94759
 Lincoln NE
 PO Box ZIP Code: 68509-4759 Shipping ZIP Code: 68502

Submittals are to include the following in the order given below:

1. Front cover to include the consultant, subconsultants (if applicable), and number and title of the RFP.
2. A letter of interest not to exceed one (1) page.
3. Organizational Chart not to exceed one (1) page.
4. A narrative responding to the established evaluation factors not to exceed ~~five~~ten (10) pages.
5. A maximum of five (5) pages of additional supportive material such as charts, tables, resumes, or photos.
6. [DR Form 498, "Architect, Engineer, & Related Services Supplement to Statement of Qualifications"](#) not to exceed six (6) pages for the consultant and six (6) pages for each subconsultant. A separate DR Form 498 must be submitted for each subconsultant to be used.

Additional submittal requirements are:

1. All material in the submittal must be on 8½ x 11 paper printed on one (1) side, single or double spaced.
2. Submittal covers and dividers between the sections are allowed and not included in the page limit.
3. Fold-out pages are not allowed.
4. Submittals are to be stapled in the upper left corner. No 3-ring binders.

INTERVIEWS

The short-listed consultants will be notified by telephone of the interview date and time. Interviews will be capped at 20 minutes, followed by up to 10 minutes of Q&A with the selection committee members.

The NDOR will make every effort to post the short-listed consultants and the interview schedule on the NDOR's website prior to the deadline identified in the Schedule of Activities.

The NDOR's selection committee will conduct interviews with the short-listed consultants at the Department of Roads, Central Complex, Highway Commission Room 103, 1500 Highway 2, Lincoln, Nebraska. Consultant's may request an interview via telephone, and will need to contact the Consultant Services Engineer [randy.eldorado@nebraska.gov] or (402) 479-4778] to make arrangements.

Upon completion of all the interviews and approval of the Director, the selected consultants will be notified by telephone. The NDOR will make every effort to post the final selections on the NDOR's website prior to the deadline identified in the Schedule of Activities.

Kyle Schneweis, P.E., Director
Nebraska Department of Roads

EQUAL OPPORTUNITY EMPLOYER